



## **FOURTEENTH COURT OF APPEALS JOB VACANCY NOTICE**

State Job Title: Staff Services Officer IV

Posting #: 14-23-07-SSO

Closing Date: Until Filled

Location: Houston, Texas

Salary Range: \$55,000 - \$70,000

Start Date: September 1, 2023

### **GENERAL JOB DESCRIPTION:**

The person selected will be responsible for performing appellate court administrative work under the general supervision of the Chief Deputy Clerk and Clerk of the Court and must have the ability to prioritize work assignments, follow instructions, and meet deadlines with minimal supervision. Specific duties will include work that involves analyzing and drafting routine appellate documents and assisting the court in the successful management and processing of appeals. The work is performed with latitude for independent judgment and initiative concerning priorities, methods, and procedures to accomplish assigned duties. Examples of work performed include, but are not limited to:

### **Examples of Work Performed:**

- Answers the telephone and assists callers frequently by quickly locating information in the court's database or in hard copy;
- Provides information to attorneys, litigants, and the public regarding court policies and procedures, answers correspondence received and responds to request for documents;
- Prepares various reports;
- Prepares or edits various documents including but not limited to orders, judgments and mandates;
- Maintains dockets or calendar systems for tracking and managing cases;
- Distributes court communications and correspondence by mail and electronically including court opinions and orders;
- Reviews documents for accuracy;
- Collects court fees, records money received;
- Receives, files, and processes documents through the eFileTexas.gov portal;
- Data entry into the electronic Texas Appeals Management and e-Filing System – TAMES;
- Generate court notices and correspondence to appropriate parties;
- Assists in maintaining official court minutes;
- Assists in transferring cases between courts;
- Forwards published opinions to national publishers for publication;
- May assemble exhibits, affidavits, and other documents included in the appellate record for forwarding to the Texas Supreme Court and Court of Criminal Appeals for review on petition for discretionary review or petition for review;
- Maintains a case management system in the appellate process;
- Assists in troubleshooting problems, organizing files, preparing correspondence and providing administrative and clerical support; and
- Performs related work as assigned.

### **PHYSICAL REQUIREMENTS**

- Ability to move up to 35 lbs. of paperwork/files/supplies; and
- Repetitive use of a keyboard at a workstation for long periods of time.



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**WORK EXPECTATIONS**

- Regularly, reliably, and punctually attend work;
- Exhibit professional work behavior;
- Function cooperatively within a team environment;
- Adhere to the Court's policies and procedures; and
- Maintain confidentiality about cases and matters before the Court.

**MINIMUM QUALIFICATIONS:**

- Experience in administrative or legal work;
- Ability to maintain confidential and sensitive information and to communicate effectively;
- Graduation from an accredited two or four-year-college or university (course work in law or a related field is preferred);
- Proficient in the use of personal computers, Office365 (Word, Excel, and Outlook) and Adobe Acrobat;
- Must have the ability to prioritize work assignments, follow instructions, and meet deadlines with minimal supervision; and
- Must be able to communicate effectively with all court staff and the public in a friendly and professional manner at all times.

**PREFERRED QUALIFICATIONS:**

- Knowledge of relevant laws, appellate practices and procedures is strongly desired;
- Knowledge of court statutes, policies and legal terminology and research methods;
- Experience in the preparation and use of appellate documents, administrative and court procedures;
- Experience in administrative or legal support work;
- Experience with similar court service functions in State or County government;
- Highly proficient in use of computers and desktop software applications; and
- Experience working as a team member and working with moderate supervision.

**RELATED MILITARY OCCUPATIONAL SPECIALTY CODES:**

Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields of: Air Force: 5J000, 5J011, 5J031, 5J051, 5J071, 5J091; 5J0X1; Army: 27D; Coast Guard: 04; Navy: 001469, 2960, 3499; Marine Corps: 4400, 4421, 4422, 4429. Applicants must fully complete the summary of experience to determine if minimum qualifications are met. Supporting VA disability documentation and/or DD214 must be submitted with the completed State of Texas Application in order to receive preference. Additional Military Crosswalk information can be accessed at:

[http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC\\_Legal.pdf](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf)



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**E-VERIFY:**

This employer participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

**APPLICATION PROCEDURES:**

Submit a **single** complete electronic application consisting of the following in **pdf format**:

1. resume or curriculum vitae;
2. electronically-signed **State of Texas Job Application** for employment; available on the Fourteenth Court's website career page. (<http://www.txcourts.gov/14thcoa/careers/> ) ([www.twc.state.tx.us/jobs/gvjb/stateapp.pdf](http://www.twc.state.tx.us/jobs/gvjb/stateapp.pdf).);
3. college transcripts, if applicable;
4. three references familiar with the applicant's work product and work habits; and
5. cover letter.

Email completed applications to [14thHR@txcourts.gov](mailto:14thHR@txcourts.gov). You may also email any questions to [14thHR@txcourts.gov](mailto:14thHR@txcourts.gov).

**Personal interviews will be conducted by invitation only.**

The Fourteenth Court of Appeals is an Equal Opportunity Employer and does not discriminate on the basis of a person's race, color, religion, sex (including pregnancy, transgender status, and sexual orientation), national origin, age (40 or older), disability or genetic information. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to the Clerk of the Court.